

## State Education Resource Center (SERC)

### Request for Proposals (RFP) for Accounting Software Application

**SERC RFP Number: ASA62022**

State Education Resource Center (SERC)

Contact Person: Maxine Zukowski, Executive Assistant

#### Proposal Schedule (Eastern Time)

Release of RFP by electronic means on the SERC website at <a href="http://www.ctserc.org/accountingrfp">www.ctserc.org/accountingrfp</a> and CTsource by:	<b>4:00 pm on Tuesday, June 21, 2022</b>
Receipt of questions until:	<b>4:00 pm on Friday, July 1, 2022</b>
Answers to questions will be posted as an Addendum on the SERC website at <a href="http://www.ctserc.org/accountingrfp">www.ctserc.org/accountingrfp</a> and CTsource by:	<b>4:00 pm on Friday, July 8, 2022</b>
Proposal due date:	<b>4:00 pm on Friday, July 22, 2022</b>
Award announcement:	<b>4:00 pm on Monday, August 8, 2022</b>

The State Education Resource Center (SERC) is committed to a policy of equal opportunity/affirmative action for all qualified persons. SERC does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. SERC does not unlawfully discriminate in employment against qualified persons with a prior criminal conviction. Inquiries regarding SERC's nondiscrimination policies should be directed to:

Michelle Weaver  
General Counsel, SERC  
100 Roscommon Drive Suite 110  
Middletown, CT 06457  
(860) 632-1485, ext. 364  
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## About SERC

The State Education Resource Center (SERC) was established over 50 years ago as a “focal point of action and communication for special education personnel from throughout the state” of Connecticut (CT State Department of Education newsletter, October 1969). We have served local school districts, state-level policymakers, families, community agencies, and other stakeholders by facilitating professional learning, including technical assistance and training; providing resources, in part through a centralized library; and leading a range of other activities and supports over our five decades in operation.

As we evolved, SERC was statutorily tasked to serve the CT State Board of Education and led the ongoing effort to integrate special and general education, historically divided systems, into a unified approach to education that promotes equitable policies, culturally relevant practices, and accessible structures that develop successful learning communities within schools. We became a state quasi-public agency in 2014, recognizing our unique position to work closely with communities across Connecticut.

All of the Agency’s efforts are designed to address educational equity and opportunity gaps. SERC’s consultants and staff, in collaboration with our partners, build the capacity of educators, service providers, and families to meet the diverse needs of our student population.

SERC recognizes that to be effective in facilitating change that is systemic, results-based, and enduring, all stakeholders must be included in the change process. Through partnerships with us, education systems shape their own transformation while SERC facilitates the process and customizes application of research and new thinking. SERC maintains many ongoing, years-long relationships with local education agencies and organizations, and offers continued support to foster and sustain systemic change.

Through this work, SERC is committed to its vision of equity, excellence, and education.

## Overview and Purpose

SERC is seeking competitive proposals from qualified and interested organization for the implementation of an accounting software application that will record the Agency’s financial activity and examine its financial position. With it, SERC can record transactions, generate reports, manage customer and vendor contacts, create purchase orders, invoice customers, monitor account balances, and prepare financial statements.

## Deliverables

The project will span from execution of contract until anticipated completion of no more than 6 months and will result in the following deliverables:

- Accounting
- General ledger

- Accounts payable
- Purchase order processing
- Accounts receivable
- Invoicing
- Budgeting
- Cash Management
- Contract Management
- Project & Grant Accounting
- Financial Statement Preparation
- Flexibility to import and export to/from Excel
- Integration with ADP Workforce
- Data history conversion from internal applications
- Implementation
- Technical Support

### **Required Minimum Qualifications for Consideration**

- Accounting software application that is specifically designed for fund accounting.

### **Proposal Requirements**

- I. A proposal must be submitted for all deliverable components. Cover page must include:
  - Organization/individual name
  - Contact name and email
  
- II. All proposals must include the following required information as outlined. Failure to include the required information will result in disqualification of proposal from being read/scored:
  - Accounting application pricing in detail by deliverable
  - Pricing for annual support and licensing
  - Hardware requirements
  - Three references from clients similar in function to SERC and a description of services performed
  - A summary of the key strengths and qualifications your firm offers
  - Proposed timeline for conversion and implementation
  - Specific information regarding your firm's commitment to Affirmative Action. Please include, at a minimum, formal internal hiring practices and discussion of working relationships.
  - Information related to the firm's financial stability and if subject to any investigation and/or litigation proceedings

III. All proposals must follow the required format below. Failure to follow the required format will result in disqualification of proposal from being read/scored:

- All pages must be numbered.
- Page Limit: 10, including cover page
- Page Size: 8 ½ x 11, portrait
- Font Type: Calibri
- Font Size: 12
- Double-spaced (except tables)
- Margins: .75" minimum on the top, bottom, and sides of all pages
- Do not use material in proposals dependent on color distinctions, animation, hyperlinks, etc.
- Do not include attachments other than those requested or required by this RFP.
- Upload single pdf to [accountingrfp@ctserc.org](mailto:accountingrfp@ctserc.org).

**Proposal Schedule (Eastern Time)**

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**Instructions for Proposers**

**I. Contact Limitation**

During the period from organization’s/individual’s receipt of this RFP until the Award Announcement is made and a contract is awarded, the organization/individual **shall not contact** any employee of SERC or the CSDE for additional information **except in writing directed to** Maxine Zukowski, Executive Assistant, at [zukowski@ctserc.org](mailto:zukowski@ctserc.org).

**II. Questions**

Questions for the purposes of clarifying the RFP must be submitted **in writing by email to**, Maxine Zukowski, [zukowski@ctserc.org](mailto:zukowski@ctserc.org), and must be received no later than **4:00 pm on Friday, July 1, 2022**.

Questions and responses will be posted as an **“Addendum to the Accounting Software Application RFP”** by **4:00 pm on Friday, July 8, 2022**. Please note that submission of questions for response does not in any way enhance or guarantee the chances of receiving a contract through this proposal.

### III. Proposal Submission

- All responses to this solicitation must be received in **single pdf format** at [www.ctserc.org/accountingrfp](http://www.ctserc.org/accountingrfp) no later than **4:00 pm on Friday, July 22, 2022**.
- Your firm may be requested to schedule an oral presentation as an additional response to this RFP.

#### Selection Criteria

Criteria for Evaluation of Proposals	Percent of Score
<b>1. Software’s ability to meet Agency needs</b>	<b>30%</b>
a. Competitive pricing related to “Deliverables”	<b>0-10 Points</b>
b. Real time inquiries and reporting	<b>0-10 Points</b>
c. Growth potential of software	<b>0-10 Points</b>
<b>2. Use, implementation and integration</b>	<b>30%</b>
a. Ease of use and financial reporting	<b>0-10 Points</b>
b. Ease of implementation and integration	<b>0-10 Points</b>
c. Functionality to support: budget process, purchase orders, Accounts Receivable, Accounts Payable, bank reconciliations, change in history, monitoring, and reporting	<b>0-10 Points</b>
<b>3. Information Technology</b>	<b>40%</b>
a. Is MIP data migration to your software/system included in the price of the proposal?	<b>0-10 Points</b>
b. Is data integration for at least 1 other application (not ADP), included in the price of the proposal?	<b>0-10 Points</b>
c. Is technical support for your system included for the entirety of the support period?	<b>0-10 Points</b>
d. Is the price of your system, whether cloud or hosted server, included in the price of your proposal?	<b>0-10 Points</b>
<b>TOTAL</b>	<b>100%</b>

## General Information

### **I. Contract Period**

The contract period shall begin on a mutually agreed upon date through completion. SERC reserves the right to extend this contract.

### **II. Contract Award**

SERC reserves the right to award the contract in a manner deemed to be in the best interests of SERC to meet its legislative requirement.

### **III. Stability of Proposed Prices**

Any price offerings from proposers must be valid for a period of 30 days from the due date of the proposals.

### **IV. Amendment or Cancellation of the RFP**

SERC reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of SERC to meet its legislative requirement.

### **V. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by SERC. SERC, at its option, may seek proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

### **VI. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of expertise, experience, performance, ability, and/or financial surety that SERC deems to be necessary or appropriate to fully establish the qualifications represented in proposal.

### **VII. Proposer Demonstration of Proposed Services and/or Products**

Proposers must be able to confirm their ability to provide all proposed services.

### **VIII. Erroneous Awards**

SERC reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a proposer and subsequently awarding the contract to a different proposer. Such action shall not constitute a breach of contract on the part of SERC because the contract with the initial proposer will be deemed voided as if no contract were ever in place.

### **IX. Proposal Expenses**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required.

### **X. Ownership of Proposals**

All proposals shall become the property of SERC.

**XI. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of SERC and the CSDE unless otherwise stated in the contract.

**XII. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by proposers with SERC will be disregarded in any proposal evaluation or associated award.

**XIII. Not a Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. SERC will pursue negotiations with the highest-scoring proposal. If, for some reason, SERC and the selected proposer fail to reach consensus on the issues relative to a contract, then SERC may commence contract negotiations with other proposers. SERC may decide at any time to start the RFP process again.

The selected proposer will be required to sign a formal contract. The contract may include a liquidated damages clause at the discretion of SERC, in addition to other relevant clauses.

**XIV. Subcontractors**

SERC prohibits the use of any subcontractors by the successful proposer. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted by the proposer on behalf of SERC and the CSDE.

**XV. Accounting Procedures**

Generally accepted accounting principles (GAAP) or another acceptable accounting method must be utilized.